

CH2M HILL Hanford Group, Inc.	Manual	ESHQ
STOP WORK RESPONSIBILITY	Document	TFC-ESHQ-S_SAF-C-04, REV D
	Page	1 of 5
	Issue Date	July 25, 2005
	Effective Date	August 1, 2005
FUNCTIONAL AREA MANAGER:		E. E. Kennedy
DOCUMENT OWNER:		M. W. Elkins, J. M. Molnaa

1.0 PURPOSE AND SCOPE

(7.1.1.a, 7.1.1.b, 7.1.2.a, 7.1.2.b)

This procedure reemphasizes that all employees are given the responsibility and authority to stop work when they are convinced that a situation exists which places themselves, their coworker(s), or the environment in danger.

This procedure is applicable to Tank Farm Contractor (TFC) employees and subcontractor employees when specified in their respective subcontract scope of work.

This process implements the Integrated Safety Management System (ISMS) element of “Perform Work Within Controls.”

NOTE: The Hanford Site “**STOP WORK**” policy is attached to this procedure as [Attachment A](#). This policy has been endorsed by the most senior-level official of the Hanford Site prime contractors and Hanford Site labor organizations.

2.0 IMPLEMENTATION

This procedure is effective on the date shown in the header.

3.0 RESPONSIBILITIES

Responsibilities are contained within Section 4.0.

4.0 PROCEDURE

(7.1.1.a, 7.1.1.b, 7.1.2.a, 7.1.2.b)

See [Figure 1](#) for process flowchart.

All Employees

1. Report any activity or condition that you believe is unsafe.

NOTE: Even before issue resolution, it is strongly recommended that employees contact their appropriate Safety Representative so they can be actively involved in resolution. This provides consistent resolution of similar issues and facilitates sharing of “lessons learned.”

2. Stop any work or activity that you are convinced places yourself, your coworker(s), or the environment in danger.
3. Immediately notify supervision/management when you stop work or an activity.
4. If you have a “stop work” issue that has not been resolved through established channels, contact the appropriate Safety Representative.

ESHQ	Document	TFC-ESHQ-S_SAF-C-04, REV D
	Page	2 of 5
STOP WORK RESPONSIBILITY	Effective Date	August 1, 2005

- | | |
|-----------------------|---|
| Managers | <p>5. Notify the appropriate shift office or building administrator of a stop work activity.</p> <p>6. Resolve any issues that have resulted in an employee stopping work or an activity.</p> <p>7. Ensure any necessary corrective actions are taken before resuming an activity.</p> <p>NOTE: The PER process is used to ensure this step is properly implemented and to signify participation in, and awareness of, resolution actions.</p> <p>8. Provide feedback to individuals (or their appropriate Safety Representatives) who exercise their stop work responsibility.</p> <p>NOTE: A core function of the Integrated Environment, Safety, and Health Management System Description for the Tank Farm Contractor (ISMS) is feedback. It is important to not only provide feedback after the job is completed within controls, but to provide feedback to individuals who “stop work,” preferably before the work resumes, to ensure that the initial concerns were addressed.</p> <p>9. Do not take or allow any actions considered as reprisal or retribution when individuals bring up safety concerns or stop an activity they believe is unsafe.</p> |
| Safety Representative | <p>10. Immediately contact management and work to resolve issues when an employee has called a situation to your attention that has not been resolved.</p> <p>11. Assist in completing the feedback loop by discussing resolution with employees involved in stop work where resolution was completed after their shift or when you acted as their representative in reaching resolution.</p> |

5.0 DEFINITIONS

No terms or phrases unique to this procedure are used.

6.0 RECORDS

No records are generated in the performance of this procedure.

ESHQ	Document	TFC-ESHQ-S_SAF-C-04, REV D
	Page	3 of 5
STOP WORK RESPONSIBILITY	Effective Date	August 1, 2005

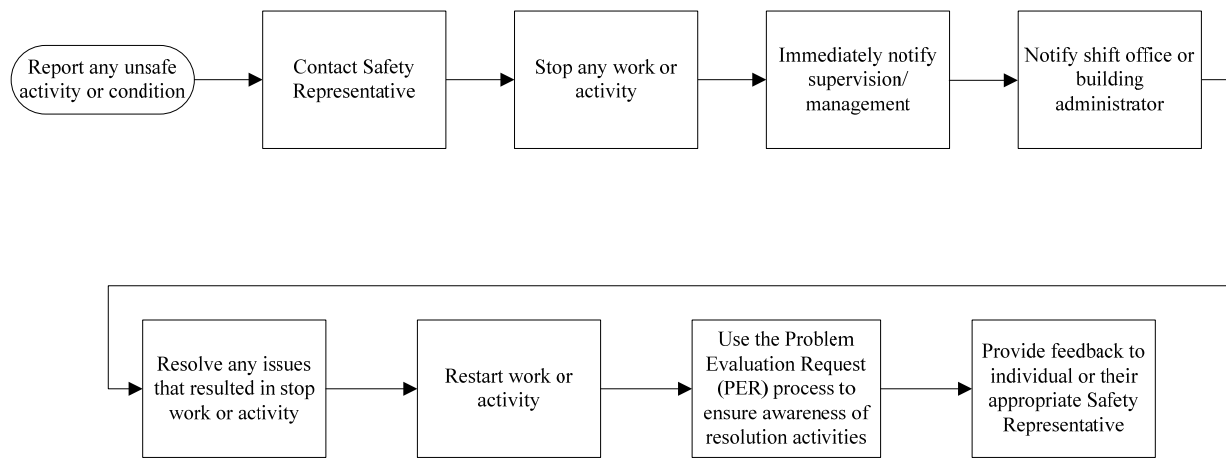
7.0 SOURCES

7.1 Requirements

1. [DOE O 440.1A](#), “Worker Protection Management for DOE Federal and Contractor Employees.” (S/RID)
 - a. Attachment 2, paragraph 7.
 - b. Attachment 2, paragraph 10 b.
2. [RPP-MP-003](#), “Integrated Environment, Safety, and Health Management System Description for the Tank Farm Contractor.”
 - a. Section 4.1.2, paragraph 2.
 - b. Section 4.7.3, paragraph 3.

7.2 References

1. [TFC-ESHQ-Q C-C-01](#), Problem Evaluation Request.”

Figure 1. Stop Work Responsibility Flowchart.

ATTACHMENT A – HANFORD SITE STOP WORK POLICY

Hanford Site "Stop Work" Policy**1. Stop Work Responsibility**

Every Hanford Site employee, regardless of employer, has the responsibility and authority to stop work IMMEDIATELY, without fear of reprisal, when the employee is convinced a situation exists which places himself/herself, a coworker(s), or the environment in danger. Stop work is defined as stopping the specific task(s) or activity that poses danger to human health and/or the environment.

2. Reporting Unsafe Conditions

Employees are expected to report any activity or condition which he/she believes is unsafe. Notification should be made to the affected worker(s) and then to the supervisor or his/her designee at the location where the activity or condition exists. Following notification, resolution of the issue resides with the responsible supervisor.

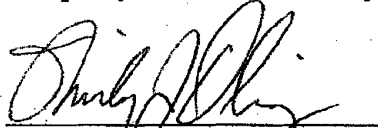
3. Right to a Safe Workplace

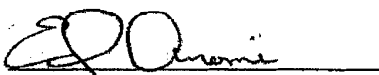
Any employee who reasonably believes that an activity or condition is unsafe is expected to stop or refuse work without fear of reprisal by management or coworkers and is entitled to have the safety concern addressed prior to participating in the work.


4. Stop Work Resolution

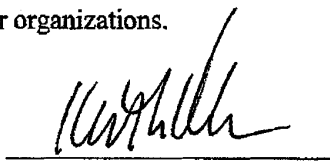
If you have a "stop work" issue that has not been resolved through established channels, immediately contact your employer's Safety Representative or your Union Safety Representative. Alternatively, you may contact your Employee Concerns Program or the DOE Employee Concerns Program.


This policy has been endorsed by Hanford Site labor organizations.



for Roy J. Schepens, Manager
U.S. Department of Energy
Office of River Protection


Ed Aromi, President and
General Manager
CH2M HILL Hanford Group, Inc.


J. P. Henschel, Project Director
Bechtel National, Inc.


Keith A. Klein, Manager
U.S. Department of Energy
Richland Operations Office


Ron Gallagher, President and
Chief Executive Officer
Fluor Hanford, Inc.


T. E. Logan, President
Bechtel Hanford, Inc.

February 2005